

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ASSISTANT DIRECTOR OF MUSEUM OPERATIONS, APPLETON MUSEUM OF ART

PAY GRADE: P -12

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Assists and participates in all aspects of day to day administration, operations and technical functions of the museum.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelors degree in museum studies, arts administration, business administration or related field required. Demonstrated knowledge of museum policies, procedures and applicable regulations related to museum operations; knowledge of budget development as well as routine office management functions.
2. Years of experience in field: Three years responsible experience in arts management in an art museum or other art-related position with at least two years in a supervisory capacity required.
3. Special skills or abilities related to position: Utilize sound, independent judgment and make responsible decisions and recommendations; works independently with little or no supervision; effectively manage assigned operational areas of the Museum; Must have working knowledge of Excel, Access, Dreamweaver or similar web designing software prepare and present clear and comprehensive written reports and oral presentations; excellent verbal and written communication skills; excellent customer service skills. Creative thinker and consensus builder with strong faculty for big-picture planning as well as execution of day-to-day details. Strong work ethic and organization skills. . Demonstrated knowledge of all aspects of museum operations including, but not limited to curatorial, education, development, public relations, visitor services, facilities and administration.

ESSENTIAL JOB FUNCTIONS:

1. Participate directly in the work of the director to assist with all aspects of the operation of the Appleton Museum of Art, ensuring adherence to museum standards and policies in the implementation of programs and services.
2. Advise the Director regarding museum wide programs and activities including making recommendations, formulating and implementing policy.
3. Plan and manage the budgets for all areas under direct supervision.
4. Ensure seamless operations of the membership, facility rentals, public relations, museum store, visitor services, special events/fundraisers and trips 'n' tours functions of the museum.
5. Provide leadership for Implementing a program of enhanced member benefits and services,
6. Manage the museum's media relations strategy.
7. Serve as liaison to various college departments as appropriate.
8. Research and write grants;
9. Make presentations to selected groups about the museum and its programs.
10. Provide leadership for the implementation of best business practices to guarantee the profitability of the museum store.
11. Attend meetings and serve as acting director in the absence of the director.
12. Be prepared to change tasks or handle situations that the Director or Executive Director thinks appropriate for this position and/or are necessary for the proper functioning of the museum.
13. May be required to work a flexible schedule - late afternoons, evenings, or weekends.
14. Due to the scope of responsibility of this position and the need for the college to communicate both during the weekday and after regular work hours, the employee must possess a cell phone and provide the number to Human Resources, the immediate supervisor, and the Executive Director.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required)

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Able to sit at a desk and view a display screen for extended periods of time.

ESSENTIAL PHYSICAL SKILLS: (Continued):

- Ability to access, input, and retrieve information from a computer or other electronic device.
- Light (up to 15 pounds) lifting, walking, standing and sitting.
- Works in an office environment

(Reasonable accommodations will be made for otherwise qualified individuals with a disability)

PRIMARY LOCATION OF JOB: Appleton Museum of Art

SUPERVISOR OF POSITION: Director, Appleton Museum of Art